Hmended by 74-365

Application for RECORDS DISPOSITION STANDARD

PAGE

, DECOUNTY				
Feb. 22, 1973	INSTRUCTIONS: See separate instruction. front and reverse of this form. Sign orig	inal and two copies		No. Date Completed
2. Agency Application Ro.	and forward to Department of Archives and Records Management Officer	History, Attention:	PR 2 5 1973 73-232	-297 MAY 1. 1973
Department of Human I Division of Physical	Resources Health	:	Mr. Russell F. Hal	1
47 Trinity Ave. Roc Atlanta. Georgia	Services Section, General	. Dana va vi vi	5. Working Title Chief	6 - 656 - 4871
7.ACTION REQUESTED ESTABLISH DISH	POSITION STANDARD; ONTINUE TO ACCUMULATE.		OSE OF PRESENT ACCUMULATION	
8.Earliest & Latest Dates of Series 1968-present	9 Exact Series Title SEE ATTACHED	,		
10. What is the function	of the office in which the	is record s	eries is created?	

The General Sanitation Unit, under the direction of the Chief, is responsible for the administration of state wide sanitation programs. Included are programs involving:

- 1. food service and control
- 2. tourist accommodation sanitation
- 3. recreational area sanitation 4. swimming pool quality control
- 5. water impoundments sanitation
- 6. insect and rodent control
- 7. complaint investigation and follow-up

It also provides technical assistance, supplies, and materials for the operation of programs, for the surveillance and evaluation of state authority operated parks.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

SEE ATTACHED

ATTACH SAMPLES OF THE FILE

		ALIA	OII DAME DEC OF	1114 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1					
12.	EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records		No. of	Drawers	Cu. Ft. o	Records	
	Letter-size File Drawers			ARRUAL RATE OF ACCUMULATION				į	
	Legal-size File Drawers			Floor Space Occupied (Square Feet) In Office(s		ice(m)	In Storage Area(s)		
			*	,	This Year's	Last Year's	Preceding Year's		
			35 . 2	AVERAGE DAILY REFERENCES				-	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain	₹ES NO					
13. Is this the Record Copy of the series?	(g x] [:]					
14. Is there a duplication of this series in another office or agency?	[x] [x]					
15. Is the information contained in this series ever summarized or published? [] [Attach copy of summary or publication. 16. Does the series contain classified information requiring security handling? [] [
17. Does the series initiate, amend or terminate agency policies and procedures? [] [x						
18. Could the function be performed if the files were lost or destroyed?	[] [x]					
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?						
20. Does the record series provide data as input to an EDP file?	[] [x]					
21. Does the record series contain documentation produced as EDP printout?	[] [x]					
22. Has the Federal Government issued instructions governing the retention/dispo- [] [x] sition of these files? 23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [x]						
The second of th						
24. REQUIREMENTS. The following requires the files to be kept	, 					
a.[]STATE b.[]STATUTE OF c.[]AUDIT d.[]FEDERAL e.[]ADMINISTRATIVE f.[]HISTORICAL LAW LIMITATION PERIOD LAW DECISION VALUE (Cite Law, Statute, or other reason for the retention requirement)						
SEE ATTACHED						
25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each -[]CALENDAR YEAR -[]FISCAL YEAR -[]OTHER, then:						
[] Hold in the current files areamonth(s)/year(s): [] Transfer to [] State Records Center [] Local Holding Area; holdyear(s):						
 Destroy. Transfer to State Archives for permanent retention. Destroy immediately after cut-off. Other: (Specify) 						
SEE ATTACHED						
OPE WITHOUSE						
(Indicate briefly rationale for recommendations above/or write additional remains	rks):					
Records Management Officer (Signature) Date Douglar Monagement Officer (Signature) Date 2-22-73 OTHER REQUIRED SIGNATURES	DATE					
26. Recommendations Agency Head/Designee in paragraph 25 [V Approved [] Disapproved Russell & Sull	2-21-23					
are: State Auditor/Designee	H-20.02					
STATE RECORDS Secretary of State/Designee COMMITTEE PO [] Approved [] Disapproved Currall/fact	ami1247					
Attorney General/Designee [[] Approved [] Disapproved [] Mill [] [] [] [] [] [] [] [] [] [] [] [] []	4-30-23					

Environmental Health Services Section General Sanitation Unit

App1 No

73-284

Description

73-282 FOOD SERVICE PERMITS FILE Documents relating to the
approval of food service establishments throughout the State.
(Permits are permanent until
revoked or discontinuance of
operation.) This includes, the
copy of the permit for operation
only. File is arranged alphabetically by county, then by
permit.

Disposition
Cut off files at end of each
fiscal year; then hold in
current files area for 2 years;
then transfer to State Records
Center, hold 3 years, then
destroy.

73-283 COMPUTER PRINT-OUT - (Consolidated listing of Food Service Permits)

COMPUTER TAPE FILE -

73-285 FOOD SERVICE APPLICATION FILE Documents relating to the
application for approval of
operation for food service
establishments. This includes
the application of operation.
File is arranged alphabetically
by county, then by date of
application.

73-286 WATER IMPOUNDMENT PERMIT FILE-Documents relating to the permit to impound water. This includes the permit to impound water only. File is arranged alphabetically by county, then by year.

73-287 COMPUTER PRINT-OUT - (Consolidated listing of Water Impoundment Permits)

73-288 COMPUTER TAPE FILE -

73-289 WATER IMPOUNDMENT APPLICATION
FILE - Documents relating to the impoundment of water. This includes the application to impound water. File is arranged alphabetically by county, then by number of permit, then by year.

Cut off at end of fiscal year; hold in CFA for 2 years; then retire to State Archives.

Erase and reuse tape when file is updated.

Cut off at end of fiscal year; hold in CFA for 2 years; then destroy.

Cut off at end of fiscal year; hold in CFA for 2 years; then transfer to State Records Center, hold 3 years; then destroy. AMENDED 9/25/75 CDS

Cut off at end of fiscal year, hold in CFA for 2 years; retire to State Archives.

Erase and reuse tape when file is updated.

Cut off at end of fiscal year; hold in CFA for 2 years; then retire to State Archives.

Environmental Health Service Section General Sanitation Unit

App1

Description |

No 73-290 WATERSHED IMPOUNDMENT FILE-Documents relating to the damning of watersheds (rivers, streams, etc.) for flood retardation and recreational areas. This includes, but is not limited to plans and specifications, for maintenance of the impoundment of and the eradication of mosquitoes. File is arranged alphabetically by name.

Disposition Cut off at end of fiscal year; hold in CFA for 2 years; then retire to State Archives.

73-291 TOURIST ACCOMODATION PERMIT FILE -Documents relating to sanitational facility approval of hotel and motel accomodations throughout the State. This includes, but is not limited to, permits for operation of approved facility. File is arranged alphabetically by county, then alphabetically by facility.

Cut off file at end of fiscal year; hold in CFA for 2 years; then transfer to State Records Center for 3 years; then destroy.

COMPUTER PRINT-OUT - (Consolidated 73-292 listing of Tourist Accomodation Permits)

Cut off at end of fiscal year, hold in CFA 2 years; then retire to State Archives.

COMPUTER TAPE FILE -7**3-**293

Erase and reuse tape when file is updated.

73-294 A-95 ENVIROMENTAL IMPACT STATEMENT FILE - Documents relating to grant applications review for highway construction, proposed recreational facilities, airports, and related facilities. These documents are copies which are submitted to the section for their review and approval. They include, but are not limited to, notification of review, commend review sheet, correspondence on projects. projects narratives. File is arranged by county, then by date.

Cut off file at end of fiscal year; hold in CFA for 2 years; then destroy.

Environmental Health Service Section General Sanitation Unit

App1

No Description
73-295 COMPLAINT AND DISPOSITION INVESTIGATION FILE- Documents relating
to the investigation of complaints
from citizens, relating to environmental sanitation problems.
This includes letters of complaint,
investigative report of complaint,
disposition of complaint, and
ultimate correction. File is
arranged alphabetically by county,
then numerically by complaint.

<u>Disposition</u>
Cut off at end of fiscal year;
hold in CFA 2 years; then
destroy.

73-296 RECREATIONAL AREAS PLANS AND SPECIFICATION FILE (Completed) - Documents relating to proposed construction of water and sewage facilities. This includes plans, specifications, correspondence regarding proposed facility and assorted working papers. This also includes State and private recreational areas. File is arranged alphabetically by name of proposed facility.

hold in CFA for 2 years; then transfer to State Records Center, hold for 3 years; then destroy.

Amendaby 74-365 1/2/44 changed to

Cut off at end of fiscal year;

73-297 RECREATIONAL AREAS PLAN AND SPECIFICATION FILE (Inactive) - Documents relating to proposed construction of water and sewage facilities. This includes plans, specifications, correspondence regarding proposed facility and assorted working papers. This also includes State and private recreational areas. File is arranged alphabetically by name of proposed facility.

Upon decision not to implement proposal, transfer to inactive files; cut off at end of fiscal year; hold in CFA for 1 year; then destroy.

CFA > 2

SAC = 7